

## Distance Learning Training

Questions		Answers
<b>Why</b>  (Reason)	1. What is the goal of your region's distance learning program?  (increase GED completions, increase enrollment, increase persistence, etc.?)	(To be determined by region)
<b>What</b>  (Curriculum & Communication)	<b>SkillsTutor</b> 1. Describe the orientation that will be provided for students. (assessment of computer skills, access to online computer, login information, navigation of site, bi-weekly meetings, etc.)  2. How will the instructor and students communicate with each other? (verification of current email address, phone numbers, bi-weekly meetings, etc.)  <b>GED Connections</b> 1. Describe the orientation that will be provided for students. (content of programs, completing assignments, submitting assignments, bi-weekly meetings, etc.)  2. How will the instructor and students communicate with each other? (verification of current address, phone numbers, bi-weekly meetings, etc.)	(Each instructor should write a detailed description- including all items listed- and others as determined by each region.)

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	<p><b>Crossroads Café</b></p> <p>1. Describe the orientation that will be provided for students. (assessment of computer skills, access to online computer, login information, navigation of site, bi-weekly meetings, etc.)</p> <p>2. How will the instructor and students communicate with each other? (verification of current email address, phone numbers, bi-weekly meetings, etc.)</p>	
<p><b>Where</b>  (Location)</p>	<p>1. Where will orientation &amp; goal setting occur?</p> <p>2. Where will bi-weekly meetings with students be held?</p>	<p>(Set by region)</p>
<p><b>When</b>  (Assessment, Goal Setting, and Class Schedule)</p>	<p>1. When will pre-testing be scheduled? (see state assessment policy)</p> <p>2. When will goal setting and orientation occur?</p> <p>3. When will bi-weekly meetings with students be held?</p> <p>4. When will instructors have time scheduled to monitor students' progress?</p> <p>5. When will post-testing occur? (see state assessment policy)</p>	<p>Use State Assessment Policy and Distance Learning Addendum to policy</p>

<p><b>How</b></p> <p><b>(Assessment, Instruction, Attendance)</b></p>	<ol style="list-style-type: none"><li>1. How is instruction of distance learning different than face-to face instruction?</li><li>2. How are assignments to be made?</li><li>3. How will assignments be monitored?</li><li>4. How will feedback be given to students?</li><li>5. How is attendance for SkillsTutor recorded?</li><li>6. How is attendance for GED Connection recorded?</li><li>7. How can students be motivated in distance learning situations?</li></ol>	<p>IDEAL Handbook, 3<sup>rd</sup> Edition</p> <p>Read Chapter 3 of this handbook</p>
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